**Job Description and Person Specification Profile**

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| **Head of Commissioning (Start Well) – Children’s**    **Team:** *Commissioning*  **Service:** *All Age Commissioning*  **Salary & Grade/Band/Pay Range:** *Grade L (SCP 48 - £59,208 to SCP 51 - £65,817)*  **Job ID:** *JH29A*  **Professional Grade Category:** *N/A*  **Responsible to:** *Assistant Director (All Age Commissioning)*  **Contract Basis:** *Permanent*  **Hours Per Week:** *36 hours per week*  **Working Pattern:** *Monday to Friday*  **Location:** Tameside One  **Probationary Period:** 6 months  **Criminal records Check required:**  *Enhanced DBS*  **Politically Restricted Post:** *Yes* |
| |  | | --- | |  | | **Job Summary**    We are committed to giving every child the best start in life and this is a crucial leadership role to achieve that ambition. You will be responsible for strategically leading and coordinating the development of services for improving the health and wellbeing of children and young people with identified needs in Tameside and will drive service developments in line with national directives, multi-agency and corporate priorities, ensuring delivery of high-quality provision, improved outcomes, and return on investment.  You will ensure that the service is highly effective, meeting statutory requirements and supporting families to access the right support at the right time through highly effective performance management oversight. Working to support staff through effective leadership and management, enabling a strength-based approach to service delivery, underpinned by our service and corporate priorities.    You will operate in an environment of transformational change and innovation, be able to manage change in a time of financial constraints whilst providing clear and effective leadership to enable management to deliver their objectives.      **Main Responsibilities**     1. Lead on the strategic planning and development of commissioning strategies for children and young people to ensure the better use of resources across the Children’s Partnership, which meets local needs to improve outcomes for local children and young people. 2. Improving the health and wellbeing of the children and young people of Tameside and Greater Manchester through establishing a coherent, co-produced integrated programme of work that includes needs assessments, service design, procurement, performance management and outcome measurement across the portfolio. 3. Developing and delivering a coherent local approach to meet the expectations of national and local plans including the GM Strategic Plan, GM Children & Young Peoples Plans and the Tameside Corporate & Children & Young People’s Plan. 4. Lead on the development of partnership strategies and action plans to improve health outcomes and reduce inequalities for children & young people. 5. Contribute to the transformation and development of children’s services based on sound projections, demographic data, needs analysis and performance evidence through effective and high-quality commissioning activity. 6. Improve the quality of support and services to children, young people and families through co-production with all partners, notably children, young people and their families.      1. Lead and coordinate complex work streams to deliver required outcomes, including the integration of intelligence originating from all partners and stakeholders. Deliver outcomes through effective decommissioning and recommissioning processes. 2. Lead on the strategic delivery of the commissioning, contract and quality assurance functions for Children’s Services including the recruitment, retention, motivation, performance management and development of the commissioning, contracts and quality workforce.      1. Lead and manage market development and sustainability      1. Lead the strategic development and management of Children’s Services commissioning strategies and contracting processes, in line with policies and procedures, legal requirements and good practice.      1. Ensure that staff deliver strategic objectives and contribute to corporate strategies and policies and wider place-based commissioning plans developed across the Tameside health and care system.      1. Be responsible for providing commissioning expertise to support the wider health & care system and business processes within the Council and the ICP.      1. Maintaining an overview of the Council’s past, current and future commissioning requirements and   activity     1. Lead the development of sufficiency strategies including market research and innovative market shaping in consultation with stakeholders, providers and local people      1. Appropriately engage with OFSTED regulations and guidance in regard to market development, oversight and quality      1. Understanding the market, including monitoring and evaluating local and national trends 2. Conduct and support others in conducting contract discussions with providers and negotiation of fee rates for services, taking into account best value criteria, unit cost analysis, service quality requirements and other best practice guidance.      1. Create, co-ordinate and maintain strategic and operational networks and work in partnership with other service areas and agencies in the creation of a strategic needs and intelligence assessments for Tameside to inform commissioning activity. 2. Work at a system-level across professional boundaries and service areas where there may be significant barriers to change and identify and implement solutions that impact positively on children and families.      1. Ensure suitable processes are in place to monitor and evaluate the impact of commissioning policies, strategies and decisions, enabling an effective understanding of performance against agreed outcomes at a strategic and operational level.      1. Contribute to the preparation for inspections and support inspection activity as required.      1. Manage allocated budgets and resources effectively and in accordance with the Council’s scheme of delegation and financial regulations.      1. Prepare and present written and verbal reports, as necessary, to Elected Members, Senior Managers, service area teams, partners and providers.      1. Take a lead on completing appropriate funding bids for the Directorate to secure additional resource   for Tameside’s children.    *The key objectives of the role will be determined with the appropriate Assistant Director using the organisation’s Performance Management process. The post holder will use this opportunity to agree an annual performance and development plan which will include responsibilities relating to Strategic, Services, People and Financial Management issues.* | | |

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| **Personal requirements of a successful post holder Category Method of Assessment** |
| **1.**  **Qualifications**   **E AC**     * A degree level professional academic or management qualification   **2. Experience** **E A/I/R**     * Significant experience of market engagement, management, sufficiency and intervention * A significant track record of consistent achievement at a senior level in in Social Care, Education, Health   or relevant commissioning environments.   * Extensive knowledge of commissioning, contracting and strategy * Extensive experience of leading services during periods of change and development, minimising the   impact on staff morale and maximising the positive outcome   * Evidence of success in establishing a performance culture, including service planning, target setting,   performance appraisal and the management and motivation of diverse staff groups   * Proven, effective and substantial experience of implementation of strategic plans, and leadership of   achieving KPIs |
| **3. Knowledge and Skills E I/T/A/R**   * Able to demonstrate good understanding of current research, innovation and good practice standards in relation to children & families, Cared for children, care leavers and residential care provision and Special Educational Needs at a local and national level * Evidence of successful financial and resource management, including project management, risk management, resolving conflicting priorities, applying rigorous monitoring and control procedures and establishing value for money. * In depth knowledge of statutory and legislative frameworks which underpin care planning, placements, fostering and residential services * Leadership skills and the ability to promote and gain commitment to the organisation’s policy and objectives * Excellent negotiation and influencing skills, with internal and external stakeholders * The ability to successfully plan for and effectively contribute to OFSTED inspection processes * The ability to manage a heavy workload under pressure and meet competing deadlines * A good decision maker who can make critical decisions   using your own initiative   * A political awareness and experience of working with key stakeholders to ensure collaboration and partnerships * Ability to lead, motivate and develop the service’s management team, and ensure they maintain a culture of change that is team based, performance driven and maintains the motivation of staff * Demonstrate initiative and drive aimed at organisational, service and individual excellence, support and participate in the sharing and management of knowledge * Ability to contribute effectively to the corporate management of the Council and instil a sense of ownership amongst others with regard to corporate strategies, standards and priorities * High developed networking, advocacy, oral, written and   presentation skills   * Strong analytical skills and report writing skills   **4. Personal Attributes E I/T/A/R**   * A strong leader with energy and flair, credibility in the relevant field and a passion and determination for promoting culture changes required to raise the standards in Tameside * An enthusiastic and effective ambassador for Tameside with a strong commitment to improving delivery of service to meet the needs of its communities * A clear conceptual, strategic and lateral thinker, able to be an effective decision maker in a complex and challenging environment   **5. Working Circumstances E I/A**   * Able to work flexibly to meet the demands of the service (including evening and weekend as necessary) * Ability to travel across the Borough, GM and North West areas   **For information:**  Category E – Essential recruitment without which the candidate would be unable to carry out the duties of the post.  Category D – Desirable features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training experience etc.  **Key methods of assessment:**  A - Application Form  C - Certificate  I - Interview  R - Reference  T - Could be one or more of a variety of tests, personality questionnaires or interactive role-plays.    Candidate will be informed of any specific tasks to be used during the recruitment process |

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?**   * A fair salary and benefits * Opportunities for good health and wellbeing * Help you to grow, develop and to do your best * Enable you to be creative and innovative * Fully involve you in changes that affect you and your work * Listen, and act on your ideas and feedback   **Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

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| |  | | --- | | **SUPPORT**  We work in a supportive environment and actively encourage supporting each other to bring about innovation, improvement and sustainability. Good health and wellbeing is important to all of us. | | |  | | --- | | **TRUST**  Trust is placed in us and we have trust in those that lead us. We feel empowered to support our residents and communities. | |

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| |  | | --- | | **RESPECT**  We relate to others in ways that we want others to understand and relate to us. The behaviour that we model sets what we expect. | | |  | | --- | | **INTEGRITY**  We conduct ourselves and our services with honesty and fairness, modelling strong ethical and moral principles to ensure outcome driven results for our residents and communities. | |